

**CONTRACTUAL JANITORIAL/CLEANING SERVICE  
FOR  
CITY AND COUNTY OF BROOKINGS GOVERNMENT CENTER**

The City and County of Brookings are accepting proposals from contractual cleaning services for janitorial/custodial services for the new Brookings City/County Government Center located at 520 Third Street in Brookings, South Dakota.

The desired services will be for daily, after-hours janitorial and custodial cleaning of the three of four floors of the office building for a two year contract. The City and County will provide all cleaning supplies and equipment and the desired contract will be to provide labor only.

A complete description, sample contract, general conditions, instructions to bidders, and submittal form can be obtained at Brookings City Hall, 311 Third Avenue, Brookings; or Brookings County Commission office at Brookings County Courthouse, 314 Sixth Avenue, Brookings. They are also available at: [www.cityofbrookings.org](http://www.cityofbrookings.org) or [www.brookingscountySD.org](http://www.brookingscountySD.org).

Proposals must be submitted to Brookings City Manager Jeff Weldon by May 10, 2012 by 5:00 p.m. Proposals may be submitted by delivery or mail to Brookings City Hall, 311 Third Avenue, P.O. Box 270 or electronically at [jweldon@cityofbrookings.org](mailto:jweldon@cityofbrookings.org).

**BROOKINGS CITY AND COUNTY GOVERNMENT CENTER**  
**CUSTODIAL CONTRACT GENERAL SPECIFICATIONS**

**I) General**

The Brookings City/County Government Center is located at 520 Third Street in Brookings. Custodial services are to be provided to the interior of the building on floors one, two, and three. No cleaning services will be needed for the basement. The three floors include approximately 50,000 square feet.

**II) Insurance requirements**

The successful contractor will not be an employee of the City or County of Brookings and will pay all applicable taxes and provide proof of insurance (liability, workers compensation) for itself and its employees. Insurance requirements include General Liability of \$1,000,000 per occurrence and \$2,000,000 aggregate, naming the City and County as additional insured, with said insurance coverage to include owner/operator coverage. Contractor agrees to keep the insurance in full force and effect during the term of the contract. Contractor will be required to provide proof of insurance with initial proposal, and may be required to provide such proof at any time during the contract period.

**III) Sub-contractor**

Under no circumstances will sub-letting, sub-contracting, leasing, or transfer of services be allowed.

**IV) Background requirements**

Any personnel assigned to cleaning duties within the States Attorney office must complete a criminal history background investigation including the submission of fingerprints as per federal mandates concerning exposure to criminal history record information. Persons with felony convictions will not be allowed within the State's Attorney office suite.

**V) Hours of service**

Services may be performed between the hours of 5:00 p.m. and 7:00 a.m. daily. Specific hours will be determined by mutual agreement of Owner and contractor. For security reasons, the building needs to remain locked during hours the service is being performed except by prior arrangements for evening public meetings. No cleaning shall be done in meeting areas or access areas such as hallways to meeting areas, prior to meetings or when meetings are occurring.

**VI) Responsibility of custodial service owner**

The owner/supervisor shall be on the job regularly and be active in the oversight, supervision, and inspection of the custodial process. The service provider owner will be expected by the building owner to be responsive to address concerns and insist on a high degree of service quality. After initial training, the Owner's representative shall provide training on the proper use of chemicals, supplies, and equipment to custodial staff resulting from personnel changes and staff turnover. (See item VIII)

**VII) Owner-provided supplies**

The Owner will provide all equipment and cleaning supplies such as soap, towels, disinfectants, vacuum cleaners, utility carts, cleaning agents, toilet paper, trash can liners. Cleaning personnel will be instructed by the Owner's representative on the use of certain cleaning agents on specific surfaces. Cleaning personnel shall maintain an inventory of cleaning supplies that need to be replenished by the building owner; and forward such list from time to time to the owner for ordering. Owner will provide job cards that will provide daily, weekly, and monthly cleaning task organization.

#### **VIII) In-service training provided by Owner**

The Owner's representative will provide an initial, mandatory, in-service training to all employees of the contractual service on proper use of cleaning chemicals, supplies, and use of equipment, and other procedures. A written reference list will also be provided. Custodial service owner shall be responsible for subsequent training of employees due to employee turnover and personnel changes. (See item VI)

#### **IX) Compensation/payment to Contractor**

Payment will be made to contractor in the amount of \$\_\_\_\_\_ per month. Payment will be monthly at the beginning of the next month.

#### **X) Contract term**

This contract shall be in effect for 24 months beginning July 1, 2012. The Owner may terminate the contract at any time during the contract term only for just cause related to performance. The Owner shall give the contractor a reasonable opportunity to remedy and cure unsatisfactory performance prior to termination. Owner will move into building during June, 2012 and may wish to start services on a reduced and intermittent schedule outside the scope of this contract during the month of June on an hourly basis due to flexibility needed during the move-in and initial occupancy.

#### **XI) Scope of Services**

Daily cleaning:

- 1) Empty all trash containers excluding recycle bins. Place trash in appropriate dumpster. Replace receptacle liner if necessary.
- 2) Damp wipe counters and tables in meeting rooms, break rooms, and copy-machine service rooms.
- 3) Clean and disinfect sinks in meeting rooms, council/board chambers, and break rooms.
- 4) Damp wipe all hand rails with appropriate disinfectant cleaner.
- 5) Clean and disinfect drinking fountains.
- 6) Spot clean glass including all office door glass, door sidelight glass, and partition glass.
- 7) Check carpet for any spills. Spot clean spill and leave note for day maintenance person.
- 8) Spot clean interior of elevator. Spot clean interior and exterior of stainless steel doors with appropriate cleaner. Spot clean remaining interior wall surfaces. Vacuum floor.
- 9) Spot vacuum all carpeted surfaces with back pack vacuum.
- 10) Vacuum main exposed stairwell.
- 11) Check all stairwells. Spot vacuum if necessary.
- 12) Dust, mop or sweep all hard floor surfaces except terrazzo common areas.
- 13) Wet mop hard floor surfaces with appropriate cleaner.
- 14) Although the main lobby terrazzo area is excluded from daily cleaning, you will be required to monitor the area and clean obvious spills or pick up debris.
- 15) Secure building at completion of daily cleaning shift. If there are no evening public meetings where the public doors need to be open, keep exterior doors locked during shift.

Restrooms:

- 1) Empty trash containers and replace liner if necessary. Empty sanitary napkin receptacle and replace liner. Restock all soap, toilet tissue, and towel dispensers. Spot clean dispensers.
- 2) Sweep floors.
- 3) Disinfect all surfaces, toilets, urinals, sinks, counters, ledges using appropriate cleaner. Wipe excess water from surfaces where needed.
- 4) Clean mirrors and partitions.
- 5) Clean door push plates and door handles.

Entryways:

- 1) Vacuum with back pack vacuum.
- 2) Clean entry door glass.
- 3) Clean and disinfect push plates, grab bars, and door handles.
- 4) Spot clean sidelight glass.
- 5) Wet mop with appropriate cleaner.

Weekly cleaning:

- 1) Completely vacuum all carpeted areas.
- 2) Vacuum emergency stairwells.
- 3) Dust all horizontal surfaces within reach. This would typically include stair railings and spindles, counters, ledges, and office desk tops. Desk tops will be done only if requested and personal belongings have been cleared from area to be cleaned.
- 4) Completely clean interior and exterior of stainless steel elevator doors. Wipe down interior walls of elevator.
- 5) Remove water and mineral deposits from break area, meeting rooms, and council/board chamber sinks and drinking fountains; and all stools, urinals and restroom sinks using appropriate phosphoric acid cleaner.
- 6) Replace entryway carpet runners if necessary. (Runners provided by others.)

Exclusions:

- 1) Cleaning and maintenance of terrazzo floor area.
- 2) Carpet extraction cleaning.
- 3) Exterior site maintenance.
- 4) Lower level of the building.
- 5) Washing any dirty dishes left in sinks.
- 6) Vestibule carpet runners will be provided by others.

City/County of Brookings Joint Powers Board

Contract Service

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Date: \_\_\_\_\_

ATTEST:

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**PROPOSAL FORM**

**BROOKINGS CITY/COUNTY GOVERNMENT CENTER JANITORIAL/CUSTODIAL CONTRACT**

I have read and understand the contract and statement of general specifications for the abovementioned project and hereby submit the following compensation proposal .

\$\_\_\_\_\_ per month

The following documents must accompany this proposal form:

- 1) Proof of insurance as prescribed in the general specifications.
- 2) Affidavit of contractor certifying there was no collusion in the bidding for this contract.

**References:**

Please provide the name, address, contact person, and phone number of three current or previous clients for whom you provided similar services.

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Company Name: \_\_\_\_\_

Name of individual owner/manager: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Telephone Number: (office) \_\_\_\_\_ (cell) \_\_\_\_\_

South Dakota sales tax number: \_\_\_\_\_

Signature: \_\_\_\_\_

**INSTRUCTIONS TO BIDDERS**  
**Brookings City/County Government Center Janitorial/Custodial Service Contract**

- 1) Persons interested in providing contractual janitorial/custodial services to the City and County of Brookings Joint Powers Board are invited to respond to this request for proposals.
- 2) To be considered, proposers must submit a completed PROPOSAL FORM to the Owner by May 10, 2012 by 5:00 p.m. and at the location specified in the advertisement along with all the documents contained therein. Note: Compensation of the proposal MUST BE expressed in terms of dollars per month, not dollars per hour or any other base rate.
- 3) By submitting said PROPOSAL FORM, applicants agree to abide by the terms and conditions of the CUSTODIAL CONTRACT GENERAL SPECIFICATIONS. The successful proposer will be expected to sign said agreement.
- 4) Proposers are not required, but are strongly encouraged, to attend a pre-bid walk-through of the building by the Owner to better familiarize yourself with the building in preparation of your bid. This walk-through will be held on Thursday, May 3, 2012 at 8:30 a.m. If you are unable to attend at this time, please contact the Owner's representative, Hillyard, at 605-335-2292 to make alternative arrangements.
- 5) Proposals will be reviewed by the Owner for completeness and awarded by the City/County of Brookings Joint Powers Board. Award of the contract will be at the sole determination and opinion of the Owner based on cost proposed, accuracy and completeness of proposal, reference checks, and the best ability to perform the requirements of the contract.
- 6) The Owner will not reimburse proposers for any costs associated with preparing their proposal.
- 7) The Owner shall make a decision on contractor award within 30 dates of the submission date.
- 8) Any questions about the GENERAL SPECIFICATIONS or the building may be directed to the Owners representatives at Hillyard, Tim Peterson at 605-335-2292 or Brookings City Manager Jeff Weldon at 605-692-6281 during regular business hours.
- 9) Proposals/bids may be withdrawn at any time prior to the submission deadline but not afterward.

